

Police Captain



Job Code: 5380
Grade: 137
Reports to: Chief of Police
Salary Range: \$75,940 - \$119,055
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible professional protective service and highly complex administrative work assisting with the overall direction of the City's Police Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification works under the general supervision of the Chief of Police. The employee acts in the capacity of the Chief of Police as directed, whereby supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS

Assisting with planning, organizing, and directing all police operations; handling personnel and public information matters; ensuring that all laws, regulations, and procedures are followed; coordinating work with other city departments and law enforcement agencies, City Council, and City Manager; maintaining appropriate files and records.

EXAMPLES OF WORK

- Assists in establishing goals and objectives, rules, regulations, and procedures for the department.
- Assists with and/or directs and supervises police department operations and staff.
- Monitors resources necessary to perform assignments, recommends new programs, training, and equipment needs.
- Prepares and justifies annual budget proposals and controls budgeted expenses.
- Assists in formulation and implementation of police policy, procedures, rules, regulations, and programs.
- Prepares and reviews operational and administrative reports.
- Hires, promotes, assigns, stations, transfers, investigates, and disciplines personnel.
- Maintains responsibility for custody of all property coming into possession of the department and prepares and maintains necessary records and reports.
- Supervises preparation and maintenance of records and materials associated with law enforcement activities or administration.
- Assumes operational command of police force in emergencies and other major law enforcement operations in absence of Chief of Police.
- May make public addresses concerning police operations and law enforcement; meets with the news media for interviews; issues news releases.
- Evaluates and implements updated standards and procedures from the various law enforcement sanctioning bodies.
- Maintains effective community relations through personal contacts, special programs, meetings, and activities.
- Attends meeting and serves on committees, boards, and agencies related to promoting crime prevention and improving law enforcement.
- Advises and assists subordinates with complex police investigations.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the laws, rules, and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification, and communications; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of public safety personnel; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Criminal Justice, Criminology, or related field. Five (5) to seven (7) years of responsible experience in law enforcement work in a sworn capacity, the majority of which shall have been acquired at the Lieutenant or equivalent level; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be required to wear specialized personal protective equipment.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Must successfully complete the competitive testing process and meet or exceed any other requirements for promotion as established by the Department.
- Possession of an appropriate driver's license valid in the State of Maryland.
- Must possess State of Maryland Police Training Commission certification as a Police Officer.
- Must meet and maintain qualifications for position as established by the City and/or the State.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.